

2915.0600 RESPONSIBILITIES OF SERVICE PROVIDERS.**Subpart 1. Proposal to be submitted to be eligible for initial funding consideration.**

To be eligible for initial funding consideration from the department for the establishment and operation of programs and services for battered women, service providers shall submit a proposal which includes, at a minimum, the following information:

- A. the full name and address of the service provider;
- B. the proposed location of the program or service;
- C. a budget on forms provided by the department which itemizes such major categories as:
 - (1) personnel;
 - (2) travel;
 - (3) equipment and supplies;
 - (4) contracted services;
 - (5) printing;
 - (6) communications;
 - (7) other program or service costs;
 - (8) costs for assistance to individuals, including emergency loan funds for residents, rent deposits, legal fees, and moving costs;
 - (9) costs related to the rent, maintenance, or purchase of the facility operated by or occupied by the applicant; and
 - (10) evaluation;
- D. a narrative for each line item on the budget request;
- E. a description of other funding sources, fundraising efforts, in kind contributions and services and other items relevant to financial status during the period funds are requested;
- F. a description of the duties of each staff position;
- G. a statement of the extent to which battered women in the community have been involved and participated in the proposal;
- H. a statement of the ways in which potential service providers have solicited support and cooperation from potentially interested or relevant community agencies or groups such as law enforcement agencies, courts, social service agencies, and local boards or departments of health;
- I. a timetable for operation;

- J. a description of the types of programs or services to be available;
- K. a description of the role to be played by volunteers, if any, in the operation of the emergency shelter service or public education program;
- L. a statement of compliance with program or service evaluation requirements as established by the commissioner with the consultation of the advisory council; and
- M. a definition of the target group expected to be served.

Subp. 2. **Eligibility for renewed funding.** To be eligible for renewed funding consideration from the department for continued operation of services and programs for battered women, service providers shall submit a report which includes, at a minimum, the following information:

- A. the full name of the service provider;
- B. a budget for the year funding is requested, on forms provided by the department, which itemizes such major categories as:
 - (1) personnel;
 - (2) travel;
 - (3) equipment and supplies;
 - (4) contracted services;
 - (5) printing;
 - (6) communications;
 - (7) other program or service costs;
 - (8) costs for assistance to individuals, including emergency loan funds for shelter residents, rent deposits, legal fees, and moving costs;
 - (9) costs related to the rent, maintenance, or purchase of the facility operated by or occupied by the applicant; and
 - (10) evaluation;
- C. a narrative for each line item on the budget for funds requested;
- D. a description of other funding sources, fundraising efforts, in kind contributions and services and other items relevant to financial status during the period when funds are requested; and
- E. a statement of compliance with program or service evaluation requirements.

Subp. 3. **Purchase of service agreements.** Purchase of service agreements shall provide for the following:

- A. the collection, recording, and reporting of descriptive data on persons served and the services provided as requested by the commissioner;
- B. complete reports requested by the commissioner; and
- C. implementation of a fiscal policy.

Subp. 4. **Evidence of licensure.** Any emergency shelter program operated on the basis of this appropriation shall show evidence that it is licensed by the Department of Health or the Joint Commission on Hospital Accreditation and has passed local fire inspection.

Statutory Authority: *MS s 611A.33*

History: *L 1983 c 260 s 50*

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